DOCUMENT RESUME

ED 108 656 IR 002 180

TITLE Library Handbook.
INSTITUTION Ford Foundation, New York, N.Y.
PUB DATE Jan 75
NOTE 54p.

EDRS PRICE MF-$0.76 HC-$3.32 PLUS POSTAGE
DESCRIPTORS *Library Collections; *Library Guides; Library Reference Services; Library Services; *Library Technical Processes; Manuals; *Special Libraries
IDENTIFIERS *Ford Foundation

ABSTRACT

A handbook of the procedures and organization of the Ford Foundation Library, a current reference library, this manual includes forms used for selection, acquisition, and circulation of the Foundation's library materials. The manual was written for the use of the Foundation staff but includes a broad informational outline on which to base the organization of any special library. (DS)

****
* Documents acquired by ERIC include many informal unpublished *
* materials not available from other sources. ERIC makes every effort *
* to obtain the best copy available. nevertheless, items of marginal *
* reproducibility are often encountered and this affects the quality *
* of the microfiche and hardcopy reproductions ERIC makes available *
* via the ERIC Document Reproduction Service (EDRS). EDRS is not *
* responsible for the quality of the original document. Reproductions *
* supplied by EDRS are the best that can be made from the original. *
****

IR 002 180

ED1086 6

Library telephone directory

Librarian	3139
Reference service	3135; 3137
Book Acquisitions	3129
Newspapers, periodicals, serials, acquisitions	3216, 3135
Cataloging services	7687; 3128
Government research	4718

FORWORD

This Handbook is designed to serve as a guide to the Library's resources and services. The descriptions are necessarily brief and it is hoped that staff members with questions will consult the Library staff for particulars.

U S DEPARTMENT OF HEALTH, EDUCATION & WELFARE
NATIONAL INSTITUTE OF EDUCATION
THIS DOCUMENT HAS BEEN REPRODUCED EXACTLY AS RECEIVED FROM THE PERSON OR ORGANIZATION ORIGINATING IT. POINTS OF VIEW OR OPINIONS STATED DO NOT NECESSARILY REPRESENT OFFICIAL NATIONAL INSTITUTE OF EDUCATION POSITION OR POLICY

TABLE OF CONTENTS

Library Telephone Directory	Inside Cover
Profile of a Library	4
Acquisitions Policy	5
Gifts	7
De-Acquisitions Policy	8
Library Programs	9
Internships	9
Consultant Services	10
Resources	12
General Collection	12
Reference	12
Periodicals and Newspapers	13
Indices	14
Accessioned Books	16
Special Collection	18
Investment Research	19
Special Files	20
Grant-Related Publications	20
The Card Catalog	21
Book Stacks	29
Outline of LC Classification	30
Services	32
Reference	32
Current Awareness	33
Cooperatives	33
METRO	33
Consortium of Foundation Libraries	35
URBIN	35
Borrowing Library Materials	36
Routing of Journals	37
When you Leave the Foundation	37
Orders	38
Orders for Field Offices	38, 42
Other Services	49
Reader-Printer Service	49
Orientation	49
Publications	49
Index	50

PROFILE OF A LIBRARY

The Ford Foundation Library is a current reference library. It supports the work of the Foundation through its collections, resources, and services.

The Foundation's programs, planned and monitored by the staff in New York and in the overseas field offices, are concerned mainly with current social questions of national and international scope. The Library reflects this focus in several ways. Only materials of immediate and continuing use are added. Purchases for historical research or purchases of large collections are avoided, and no attempt is made to gather comprehensive collections in any area. Emphasis in building and maintaining the collection is on service and immediate usefulness rather than on accumulation and preservation. Thus the collection is balanced only in terms of Foundation interest, not as vertical or lateral subject coverage.

Program grants and projects under consideration are coordinated with surveys of the Library's holdings and acquisition plans. Although a core collection remains constant, the general collection shifts and changes its emphasis (albeit still within the fields of education, social development, international affairs, population, technical and economic assistance, philanthrophy, and related subjects) as the programs of the Foundation change. As an example, one might cite the Foundation's interest in education of the gifted which gave way in the '60's to overall concentration on education of minorities. Material is constantly withdrawn from the collection if it no longer serves its purpose. As a result of this systematic weeding the collection remains almost constant in its volume count.

ACQUISITIONS POLICY

As it became an essential element in the professional work of the Foundation, the Library acquired the responsibility for the purchase of all library materials for the entire Foundation including the overseas offices. Concomitantly, a clearly defined policy made the Library the central authority for those purchases. The Library staff surveys current publications and publication announcements to select new titles for the collection. Requests for new books and subscriptions to be added to the collection must have the approval of the Librarian.

The Foundation makes every effort to provide the staff with materials needed to conduct its business at a level consistent with its goals. For this purpose the Foundation's budget for library materials is concentrated mainly in one area, i.e., the Library. With few exceptions, no office or division has a budget slot for books, journals, etc. In this respect then, the Library's purchasing budget is essentially a Foundation budget, not an office budget.

> "Books and Periodicals - Purchasing of books is administered by the library and all purchases of books (except Treasurer's Office), if they are to remain on Foundation premises, must be catalogued by the library and are chargeable against their budget. This is necessary to avoid costly duplication. However, purchases of books directly or through the library which will not be located on Foundation premises are chargeable to your budget."
>
> From: Instructions for Preparation of 1975 Management Costs Budget

As a guide to general policy, all materials to be used in the Foundation are purchased by the Library on its budget; materials for distribution outside the Foundation are charged to a DAP or other program related budget.

Most requests are processed for purchase. Selection is based on value to the staff member (if there is a doubt, the program officer is always consulted), to the Foundation staff, and to the current library collections. All Library Request Forms require an authorized signature. In cases where usefulness is limited (i.e., not directly related to the work of the office), the request for purchase is transferred to a loan request and submitted to an appropriate Library. An example of this may be a request for a volume of writings by Edmund Burke or a somewhat dated work by a contemporary social scientist.

Another use of interlibrary loan at the time of purchase request is to see the work in question, most times an expensive one, before purchase. Upon examination, the requester may or may not confirm his original purchase request. The Foundation has been saved several thousand dollars in this manner.

Subscriptions, where possible, are converted to routed journals. Popular titles are generally not part of the collection, but certain periodicals of general interest are kept on reserve in the Library.

Gifts

The flow of gifts to the Library from Foundation staff and individuals and organizations outside the Foundation is considerable. Gift items are screened at the time of receipt for inclusion into the collection. Retention is based on relevance to the work of the Foundation. If grant related, the publication may be kept in the Library on the basis of its current usefulness or sent immediately to Archives on Level C. If the item is not added to the collection, it is sent with others to developing libraries in which the Foundation has an interest.

DE-ACQUISITION POLICY

To maintain its currentness and limit collection expansion, the Library must retire its materials on a regular, systematic basis.

Multiple copies of titles purchased at times of maximum Foundation wide usage are usually withdrawn after a reasonable period. Retired also are volumes which no longer serve specific program areas and which will have predictable limited future use. If program concentration remains fairly constant, the core collection retains the standard or best works and withdraws titles on a chronological basis, generally on a five year scale. Thus in 1974, 1969 imprints, including those of reference and information volumes, were removed from the shelves. If there is doubt about any section of the collection, the Library staff consults with the appropriate program officer.

This activity has a built-in system of checks and balances: the long-term maintenance cost for an infrequently-used volume is controlled or eliminated, and, should the volume be requested after its withdrawal, other means of securing it are activated. During the past six years there have been few occasions when a withdrawn volume has been re-requested.

These withdrawn materials plus unwanted gifts are in excellent condition and provide fine resources to other libraries developing their collections. Minority colleges, prison libraries, drug addition centers, BOOKS FOR ASIAN STUDENTS, and libraries in developing countries are among those to whom these materials are distributed. All are grantees past

or present or are institutions in which the Foundation has expressed an interest, but for which funds could not be made available. A program officer has been consulted in most cases.

LIBRARY PROGRAMS

In addition to a program of donating books to other libraries, the Library has several programs through which it contributes to the work of the Foundation and makes maximum use of its facilities.

Internship and Career Development Programs

The Library makes an excellent laboratory for career development whether learning on the job or by continuing this education in library school. In the past six years, five of the Library staff have been sent to library schools; all have graduated with an MLS and gone on to various professional positions in other libraries. A sixth is now finishing his library degree.

At times the Library School comes to the Foundation. The Library may be the setting for a class in Special Libraries or on library buildings and planning. It serves most often as a laboratory for students of library schools in the area or as far away as SUNY at Albany. Laboratory time may range from one to two days a week for six weeks to a semester, with an evaluation submitted at the end of the period for each student.

The Library is also a popular subject for papers of library school students. Detailed information is given in one or two interviews and the student is free to browse and to observe any area of the Library. Questions are welcome and every effort is made to make the Library as much

as possible a teaching tool.

For foreign foundations, the Library has served as a laboratory on a short-term basis for training their appointed librarians or documentation specialists.

Consultant Services

On questions of library administration, bibliographic control, collections, procedures, staffing, standards, and other matters of librarianship, the Library staff has served as consultant to foundations and other institutions here and abroad. In keeping with the international aspect of the Foundation's work, the Library staff maintains an active exchange of ideas and experiences with overseas librarians and professional groups, particularly those in developing countries.

In Conclusion

On several occasions visiting librarians have commented that the Library is a librarian's library. By stretching resources, extending usefulness and by serving both a special limited clientele with well-defined informational needs, and beyond the Foundation, the libraries of other foundations, and the profession in general, the Library has taken maximum advantage of its beautiful gardenside location and the opportunities presented by the Foundation. The Ford Foundation Library is a modern library, but for all that, it is part of the tradition of preserving in print, however briefly, the oneness of man.

RESOURCES

RESOURCES

The Library is located on Level A facing the garden. The collections and services are tailored to support the work of the Foundation and are available to the staff, consultants and special visitors. The Library is not open to the public. The Library staff can be reached from 9:00 to 5:00 Monday through Friday.

General Collection

The resources of the general collection reflect the focus of the Foundation's grant-making activities in the fields of education and research, social development, international affairs, population, communications, agricultural and technical assistance, philanthropy and related subjects. In size, it numbers nearly 56,000 books, college catalogs, documents, journals, microfilms, newspapers, reports, serials, and a vertical file of several thousand pamphlets and clippings.

Reference

The reference collection consists of general and special encyclopedias, dictionaries, directories, indexes, handbooks, statistical compilations, atlases, bibliographies, biographical dictionaries, and specific subject tools in areas such as social sciences, education, economics, business, science, psychology, theatre, dance, and music, philosophy, and literature. These in conjunction with books in the stacks are used to serve as reference sources in areas of interest to the Foundation.

Periodicals and Newspapers

The Library maintains a large collection of newspapers and periodicals, covering mainly subject areas related to the work of the Foundation. Titles held by the Library are listed in the Periodical Acquisitions List. As new periodicals are added to the collection, they are announced in the regularly distributed Acquisitions List.

Current issues of periodicals and newspapers are arranged alphabetically in open stacks. Newsletters are shelved by title at the end of the periodical collection. Holdings on Level A are generally limited to the current year. Back issues are stored on Level C. Individual retention schedules are maintained for all periodicals, journals and newspapers.

Due to the ease of procuring copies of back issues in the New York area, the Library has a policy of not retaining periodicals indefinitely. Most weekly magazines, such as Time, Newsweek and New Yorker are kept for six months. Monthly and quarterly publications are retained for various periods of time. A few titles, such as the Harvard Business Review, have been retained on microfilm since 1953.

Domestic newspapers are held for two months; foreign ones somewhat longer. Hard copy of the New York Times and the Wall Street Journal are kept until microfilm copies are received. In microform, the New York Times is available from 1960, the Wall Street Journal from 1969.

I N D I C E S

To locate an article on a particular subject, periodical indices are consulted. The Library has the following indices:

American Statistics Index, 1972 -

Applied Science and Technology Index, 1958 -

Bibliographic Index, 1956 -

Biological and Agricultural Index, 1964 -
(Agricultural Index, 1962-64)

Book Review Digest, 1951 -

Business Periodicals Index, 1958 -

Complete Guide and Index to Eric Reports; August, 1960 -

Crime and Delinquency Literature, 1973 -
(Crime and Delinquency Abstracts, 1966 - ceased publication, 1972)
(International Bibliography on Crime and Delinquency, 1963-66)

Cumulative Book Index, 1943 -

Current Index to Journals in Education, 1970 -

Education Index, 1950 -

Environment Index, 1971 -

Humanities Index; June,1974 -
(Social Sciences and Humanities Index; April, 1955 - May, 1974)

Index to Book Reviews in the Humanities, 1968 -

Index to Current Urban Documents; July, 1972 -

Index to Legal Periodicals, 1955 -

Index to Periodical Articles by and about Negroes, 1950 -

International Bibliography Information Documentation (IBIC) Publications of the United Nations System Vol. 1, No. 1, March, 1973

Journal of Economic Literature, 1969 -
(Journal of Economic Abstracts, 1963-68)

Language-Teaching Abstracts, 1968 -

Library Literature, 1967 -

New York Times Index, 1955 -

Pollution Abstracts, 1970 -

Poverty and Human Resources Abstracts, 1966 -

Psychological abstracts, April 1965 -

PAIS, April 1956 -

Selected RAND Abstracts, vol. 4, 1966 -

Readers' Guide to Periodical Literature, April 1951 -

Social Sciences Index, June 1974 -
(Social Sciences and the Humanities Index, April 1955 - May 1974)

Television News Index and Abstracts, August 1972 -

Tropical Abstracts, October 1965 -

UNESCO, Bibliography, Documentation and Terminology, current year + 2

Wall Street Journal Index, 1969 -

ACCESSIONED BOOKS

Accessioning is a form of temporary cataloging designed to get the material to the user as quickly as possible. Newly received books are given an accession number such as 004940, 004941, 004942, briefly processed and sent to the requester. Accessioned books are shelved in sequential order in a special section of the book stacks. All accessioned books are listed in the monthly Acquisition List. Catalog access to this material is through title only and subject approach is not given until the book is processed into the permanent collection.

When the book is to be classed and cataloged, i.e., processed into the permanent collection of the Library, it is recalled from the borrower (Sample 1) and if so requested, is available again to the borrower.

SAMPLE
1

FORD FOUNDATION LIBRARY

RECALL NOTICE

Date: _____

To: _____

Please return this book to the Library:

Title: _____

_____

Author: _____

Book No.: _____

This book was signed out to you on _____

☐ Other staff members have requested this book.

☐ It is necessary to catalog the book. (The book was given a temporary accession number so that you could have it as quickly as possible. That number must now be superceded by the permanent Library of Congress classification.

If you want the book returned to you after it has been catalogued or circulated, please check the box. ☐

_____
(date that you need the book again)

RETURN TO LIBRARY, LEVEL A (ext. 5155)

Special Collections

Several special collections are available to the staff: over 2500 reference volumes volumes; about 250 current newsletters; 2000 college catalogs; telephone directories of major cities of the United States and foreign countries; 2000 annual reports of colleges, foundations, associations and institutions; numerous U.S. Government publications, and documents of various national and international agencies.

The Library also provides a small paperback browsing collection containing mainly fiction or other works of interest but which do not belong in the general collection.

INVESTMENT RESEARCH LIBRARY

Treasurer's Office - 9th Floor

The specialized needs of the Treasurer's Office are served by this branch of the main Ford Foundation Library. The sources of information necessary for investment analysis by the Investment Research staff are gathered and maintained in the Library. They include:

- 3500 individual files for corporations listed on the New York and American Stock Exchanges and selected Over-the-Counter companies.
- Standard & Poor's Stock Reports, Corporation Records, Industry Surveys, Trade & Security Statistics and The Outlook.
- Moody's Manuals, quarterly Handbooks, Stock and Bond Surveys, Dividend Record.
- 3000 SEC 10-K reports on microfiche
- 150 Industry and business subject files
- Reference works such as Poor's Register of Corporations, Who's Who in Commerce and Industry, Wiesenberger's Survey, Fortune directories, Standard Trade Indexes of Japan, etc.
- 125 periodicals and newspapers of financial interest
- Research reports on corporations by major brokerage firms.

In addition, the Government Research Coordinator in the library provides the Investment Research Department and several other Ford Foundation program divisions with information about Congressional action which may be of interest to them. To this end the Congressional Record is scanned daily during sessions and pertinent material copied and routed to the respective individuals. Precis of significant testimony, hearings and articles, etc., are prepared upon request.

While the Investment Research Library is primarily maintained to serve the Treasurer's Office, other staff members are invited to use its materials and reference services by calling extension 4713.

Special Files

At the Reference Desk is located a vertical file containing newspaper and magazine clippings and brochures, which relate to the activities/interests of the Foundation. A biography file including persons of current importance to the Foundation is a part of this resource. These files are systematically weeded to insure their currency. When information becomes available in more convenient forms, e.g., indices or on microfilm, it is withdrawn from the vertical file, automatically controlling as well a geometric rate of growth.

Also available is a file of sample issues of foreign and domestic journals, magazines and newspapers.

Grant-Related Publications

Although the Library does not have a comprehensive selection of grant-related publications, such publications may be found in the collection. These items are placed in the Library because of their potential informative use to the Foundation community, and are identified in the catalog by a blue-edged plastic sleeve stamped ARCHIVES. If the grant number is known, this information is recorded in the publication and on the shelf list. When these items are withdrawn they are sent to ARCHIVES Division on Level C, the central location of grant-related publications.

THE CARD CATALOG

The card catalog is the key to the location of books, serials, and other materials in the Library. Mainly a finding tool, the card catalog also provides bibliographic information and subject guidance. For ease of approach, the catalog of the Library is arranged in two sections; one contains author and title cards and the second section holds the subject cards. Not listed in the catalog are various types of materials such as pamphlets and microfilm. For indices to these materials, please ask the Reference Librarian.

Author Card (Samples 2, 3)

The author (main entry) card provides the most complete information about a book, listing the publisher, place and date of publication, series, collation (paging, size, illustrations, charts, maps) and tracings. The tracings show all other listings in the catalog under which cards for the book may be found. The works of each author are arranged alphabetically by title under his name. Publications may also be entered under the name of governments, societies, associations, institutions and business firms when these are considered authors. This kind of author is called a corporate author

Example

Education and World Affairs.
International Offices on U.S. and Canadian campuses: a directory.

Ford Motor Company
Ford at fifty, 1903-1953

U.S. Bureau of the Budget.
Automatic data processing glossary.

Personal author card: (Sample 2)

JK
421
.H65

Hoos, Ida Russakoff.

Systems analysis in public policy; a critique [by] Ida R. Hoos. Berkeley, University of California Press, 1972.

viii, 259 p. illus. 25 cm. $10.00

Includes bibliographical references.

1. United States—Executive departments—Management. 2. System analysis. I. Title.

JK421.H65 353.04 79-170723
ISBN 0-520-02104-5 MARC

Library of Congress 72 [4]

Corporate author card: (Sample 3)

HQ
766.5
.U5A62

American Public Health Association. Program Area Committee on Population and Public Health.

Family planning; a guide for state and local agencies. New York, American Public Health Association, 1968.

ix, 154 p. illus., maps. 23 cm.

Includes bibliographies.

1. Birth control—United States. I. Title.

HQ766.5.U5A62 613.94 67-31142
MARC

Library of Congress [71]

Title cards: (Sample 4)

Title cards appear as main entries for many reference works, serials and collections of conference papers; in addition, to appearing as added entries for authors. (See samples below)

Main Entry

LB
1044.7
.I 49

Instructional television; bold new venture. Edited by Richard C. Burke. Bloomington, Indiana University Press [1971]

xiii, 145 p. 25 cm. $5.95

Bibliography: p. 135-137.

1. Television in education—Addresses, essays, lectures. I. Burke, Richard C., 1932- ed.

LB1044.7.I49 371.33'58 70-143243
ISBN 0-253-33018-1 MARC

Library of Congress 71

Added Entry

The Negro pilgrimage in America.

E
185
.L47

Lincoln, Charles Eric.
The Negro pilgrimage in America, by C. Eric Lincoln. New York, Bantam Books [1967]

184 p. illus., facsims., ports. 18 cm. (Bantam pathfinder editions)

1. Negroes—History. I. Title.

E185.L47 973'.0974'96 67-28881
MARC

Library of Congress

Subject Card (Sample 5)

Classification and subject headings provide the basic access to a library's holdings. Subject analysis in each case uses a different vocabulary. To achieve consistency for subjects, which can be expressed in different ways, the Library uses the forms in Subject Headings Used in the Dictionary Catalogs of the Library of Congress. This volume, available at the Reference desk, lists the standardized forms of subject headings and includes cross reference from other possible headings. The card catalog includes "see" references to forms of headings in use, and "see also" references to related headings.

"See" vs. "See also" references

"See" reference:

Psychology - Statistics

see

Psychometrics

"See also" reference:

Grants-in-aid

see also

Federal aid to education

There are a few basic types of headings:

1. General

Investments

Hinduism

Peace

2. Headings with subdivisions

Denmark - Politics and government

Economics - Address, essays, lectures

Natural resources - Alaska

3. Inverted headings which list key word first

Libraries, Private

Psychology, Developmental

Sociology, Urban

4. Phrase headings

Education and state

Personality and culture

5. Combined headings for subjects normally considered together

Books and reading

Manners and customs

Universities and colleges

6. Personal name headings for works of biography and criticism on an individual

Nehru, Jawajarlal, 1889-1964

Subject Card: (Sample 5)

Trade unions- United States-History.

HD
6490
.R3U72

Hutchinson, John, 1921-
The imperfect union; a history of corruption in American trade unions. [1st ed.] New York, Dutton, 1970.
477 p. 24 cm. 12.50
Includes bibliographical references.

1. Trade-unions--United States--History. 2. Extortion—United States—History. 3. Racketeering—United States—History. I. Title.

HD6490.R3U72 331.88'0973 71-95467
MARC

Library of Congress — 70[70]

Arrangment of Cards in the Catalog

It is important for the reader to know basic filing rules in order to use the catalog efficiently. By familiarizing oneself with a few rules, catalog searches will be more successful. The Library uses the filing rules of the American Library Association.

The basic order is alphabetical word by word with a few exceptions. When the same word or combination of words is used as the heading of different kinds of entry, the entries are arranged alphabetically word by word - thereby disregarding the kind of entry.

"Nothing before something" and "short before long" are catch phrases which describe this method of filing: a short word will precede a longer word starting with the same letters.

Example

New England
New York
Newark
Newman

1. Initial articles are disregarded; those within the line are regarded.

2. Accents and diacritical marks in foreign languages and punctuation marks that are part of the title or corporate name are also disregarded.

Example

Rolston, Brown
Rølvaag, Ole Evvart
Rolyat, Jane

Muel, Leon
Muellen, Abraham
Muenschen, Joseph
Mullen, Allen
Mullen, Gustav
Mullin, Pat

3. Initials are arranged as one letter words before longer words beginning with the same letter wherever they occur in an entry, and initials standing for names of organizations are arranged as initials, not as abbreviations.

Example

A
A.A.
AAAA
AAA Foundation for Traffic Safety
AAAS Conference on Science Teaching
ABC Programs
Aa, Pieter van der

U H F television
U.N. see United Nations
U.N.E.C.A.
U.N.I.C.E.F.
U-2 Incident, 1960 [U-two]

4. Abbreviations, except Mr. and Mrs. are filed as if they were spelled in full.

5. M', Mc, and Mac are interfiled as if they were all spelled Mac.

Example

MacLaren, S.M.
M'Leren, J.T.
McLoren, L.L.
McLoren, R.S.

6. Regarding titles containing numerals or dates, ask the Reference Librarian for assistanace

7. Subheadings of a subject are arranged alphabetically under one subject.

Example

Law - Addresses, essays, lectures
" - China - History, criticism
" - China (People's Republic of China 1949)
" - Dictionaries

8. The filing order for various forms of a subject heading, all beginning with the same word, is also alphabetical.

Example

Finance
Finance Charges
Finance, Dictionaries
Finance, Public

9. Location Marks

Catalog cards for materials in special locations such as the Reference shelves or Population or Archives are labeled with location information by means of color coded plastic sleeves over the card.

BOOK STACKS

The Foundation Staff is free to enter the stacks to browse or to search for needed books or other materials. Books are classed and shelved according to the Library of Congress classification. A brief outline of this system is given on pages 30 and 31.

The call numbers appear on the upper left-hand corner of the catalog card and on the spine of individual volumes. Note the complete call number before attempting to locate the item in the stacks. Each book stack is marked at both ends to indicate the range of numbers therein. Ask Reference personnel for assistance in locating materials. Do not reshelve books or periodicals.

OUTLINE OF THE LIBRARY OF CONGRESS CLASSIFICATION

A: GENERAL WORKS
- AC Collections, Series
- AE Encyclopedias
- AG General reference works
- AI Indexes
- AM-AP Museums, Newspapers Periodicals
- AS Societies, Academies
- AY Yearbooks (General)
- AZ General history of knowledge

B: PHILOSOPHY-RELIGION
- B-BJ Philosophy
- BL-BX Religion, Theology

C: HISTORY-AUXILIARY SCIENCES
- CB History of civilization (General)
- CC Antiquities, Archaeology
- CD Archives, Diplomatics
- CE Chronology
- CJ Numismatics, Coins
- CN Epigraphy, Inscriptions
- CR-CS Heraldry, Genealogy
- CT Biography

D: HISTORY AND TOPOGRAPHY (except America)
- D General History
- DA Great Britain
- DB-DR Europe
- DS-DT Asia, Africa
- DU Australia and Oceania
- DX Gypsies

E-F: AMERICA: HISTORY & TOPOGRAPHY
- E11-135 American (General)
- E151-810 U.S. (General)
- F1-970 U.S. (Local)
- F1001-3799 American (except U.S.)

G: GEOGRAPHY-ANTHROPOLOGY
- G Geography (General)
- GA Mathematical and astronomical geography
- GB Physical geography
- GC Oceanology and Oceanography
- GF Anthropogeography
- GN-GT Anthropology, Folklore, Customs
- GV Sports and amusements, Games

H: SOCIAL SCIENCES
- H Social Sciences (General)
- HA Statistics
- HB-HJ Economics
- HM-HX Sociology

J: POLITICAL SCIENCE
- J-JA Documents, General works
- JC Policital science, Theory of state
- JD-JX Constitutional history International law

K: LAW

L: EDUCATION
- L-LA General works, History of education
- LB Theory and practice, Teaching
- LC Special forms, relations and applications
- LD-LJ Universities and colleges
- LT Textbooks

M: MUSIC

N: FINE ARTS

P: LANGUAGE AND LITERATURE
- P Philology and Linguistics (General)
- PA Classical languages and literature
- PB-PH Modern European Languages
- PJ-PL Oriental languages and literatures
- PM Hyperborean, American and artificial languages
- PN Literary history and collections
- PQ Romance literatures
- PR English literatures
- PS American literatures
- PT Teutonic literatures
- PZ Short stories and juvenile literature

Q: SCIENCE
- Q Science (General)
- QA-QB Mathematics, Astronomy
- QC-QD Physics, Chemistry
- QE-QH Geology, Natural History
- QK-QL Botany, Zoology
- QM-QP Human anatomy, Physiology
- QR Bacteriology

R: MEDICINE

S: AGRICULTURE-PLANT AND ANIMAL INDUSTRY

T: TECHNOLOGY
- T Technology (General)
- TA-TH Engineering and building group
- TJ-TL Mechanical group
- TN-TR Chemical group
- TS-TX Composite group

U: MILITARY SCIENCE

V: NAVAL SCIENCE

Z: BIBLIOGRAPHY AND LIBRARY SCIENCE
- Z4-997 Books and libraries
- Z1001-8999 Bibliography

S E R V I C E S

The services of the Library are available to staff of the New York office, field offices, consultants and under special arrangements, to grantees and visiting scholars. The Library is not open to the public.

Reference

Reference services are provided by a reference librarian and assistant. Questions may be submitted by telephone, memo, or in person. Prompt attention is given to each query, whether a simple one involving identification of an organization or person or a more complex research problem requiring the use of many information sources and the skills of an experienced librarian. Other reference services include preparation of bibliographies, literature searches, and interlibrary loans. The Foundation staff is encouraged to confer with the reference librarian about their special projects.

The reference collection, on the West wall opposite the reference desk, consists of general encyclopedias, dictionaries, directories, indexes, handbooks, statistical compilations, atlases, bibliographies, biographical dictionaries, and specific encyclopedic tools in subject areas such as psychology, social welfare, philosophy, literature, sociology, education, business, economics, theatre, dance, and music.

The reference books are arranged in five general classes: A) General Reference Works; B) Humanities and Arts; C) Social Sciences; D) History and Area Studies; and E) Pure and Applied Sciences.

These books generally do not circulate; some may be borrowed, however, for a period of 24 hours.

All reference books can be identified in the card catalog by a red tagged plastic sleeve covering the catalog card. They can then be located on the reference shelf using the reference call numbers found on the white sticker affixed to the card. The reference librarian is available to assist staff in using library materials, periodical indexes and special materials for a given project.

Current Awareness

To provide program staff with new information related to their areas of activity, the Library staff reviews regularly a broad range of current journals, periodicals, and newspapers. Program staff interested in this service should contact the Librarian.

C O O P E R A T I V E S

The Library limits its resources to current materials related to the work of the Foundation. For books, journals and other materials current and retrospective which are needed occasionally and for other services, the Library has several avenues of access to outstanding library resources in and beyond New York City.

METRO

METRO (New York Metropolitan Reference and Research Library Agency) is one of nine regional councils registered by the State Education Department. Specifically it aims to make the most advantageous use of materials in libraries and to expand these resources cooperatively. Through membership, the Foundation Library is part of a cooperative with

joint holdings comprising over 75 percent of total New York State library research resources. A METRO courtesy card, available at the Ford Foundation Library, will admit Foundation staff to any METRO library.

Through METRO, Foundation programs may arrange to have computer searches done by Teachers College Library of ERIC (Educational Resources Information Center), CAIN (National Agricultural Library), NTIS (National Technical Information Service), and other data files. Teachers College's terminal is connected to the on-line dialog retrieval system located at Lockheed Research Laboratory in Palo Alto, California. Users will pay only for computer time and the average search costs about $14.00. Other METRO services include cooperative purchase of unusually expensive research materials, interlibrary loan, and reference assistance through Central Advisory and Referral Services (CARES).

SAMPLE CARD

METRO

NEW YORK METROPOLITAN REFERENCE AND RESEARCH LIBRARY AGENCY.
11 WEST 40TH STREET, N. Y., N. Y. 10018

COURTESY CARD

Date

This card will introduce _____
(name) (status)

who requests on-site use of

Referred to _____

By _____
(name and telephone number of originating library)

Access checked by _____
(name of librarian who made referral

Special arrangements (if any)

CONSORTIUM OF FOUNDATION LIBRARIES

Founded in 1971 on the initiative of the Ford Foundation Library, the Consortium of Foundation Libraries membership includes Carnegie Corporation, Carnegie Endowment, Council on Foundations, Ford Foundation, Foundation Center, Fund for the City of New York, Robert Wood Johnson Foundation, Mellon Foundation, Population Council, Rockefeller Brothers Fund and Rockefeller Foundation. Contact with out-of-town foundations is maintained. Member librarians meet bi-monthly with the intention of stimulating cooperation and sharing resources, improving services and standards, pooling information and staff specializations, and through special sessions, updating professional skills. Cooperative projects include union lists of periodicals and reference works, and shared purchases. Most recently a six-month trial subscription to the New York Times Information Bank was undertaken, a project which makes available a reference and research tool which no one budget could have borne alone. The computer terminal to the Information Bank is located in the Ford Foundation Library while Carnegie Endowment handles the billing.

URBIN

URBIN (Urban Information Network) is a newly organized cooperative concerned mainly with urban affairs in politics, government, environment, pollution, housing, public administration and transportation, all of which affect the quality of life.

Borrowing Library Materials

Any staff member may borrow a book, a copy of an article, or a particular issue of a periodical. This may be done in person, by telephone or by use of FF form 327 rev. (Sample 6).

Books and periodicals are borrowed for an indefinite length of time, subject to recall when needed by another staff member, or by the Library to update its records (Sample 1). If the item requested is being used by another staff member, the requester's name will be placed on a waiting list and the requester will automatically receive it when it becomes available. Popular items in great demand may be borrowed for a limited time.

Materials not in the collection may be obtained by the Library through loan, inter-library loan, or via photocopy from sources outside the Foundation, or through purchase.

The Library does not lend its materials to field offices.

ROUTING

The Library routes, at staff request, journals and periodicals that support Foundation staff interests. Because the currency of the information in the routed periodical is important to the staff member, the issue should not be held longer than two days before passing it on to the next person on the routing list. If the issue cannot be read within that time, staff member's name may be placed at the end of the routing list, and the journal forwarded to the next person on routing.

Requests to be placed on routing lists for a particular magazine may be directed to the Library's Serials Acquisitions unit. Personnel relocating on different floors should notify the Serials Acquisitions unit so that routing slips may be altered and service not interrupted.

When You Leave the Foundation

1. Notify the Serials Acquisitions unit immediately so that newspapers and subscriptions can be cancelled, and your name removed from routing slips.
2. Return all Library materials to the Library.

O R D E R S

The Library is the central media purchasing agency for the entire Foundation, including the overseas offices. All materials ordered for use within FF/NY are considered part of the Library collection and are purchased on Library budget. Materials intended for distribution outside the Foundation must be charged to a specific program or a DAP budget number.

1. Requests for books and monographs should be sent to the Library's Book Acquisitions unit.
2. Requests for subscriptions, back issues, sample copies of newspapers, periodicals, and journals should be sent to the Serials Acquisitions unit.

To initiate an order, complete the Library Request form, FF form 327 rev. (Sample 6, 7, 8) with authorized signature. An incomplete LR will be returned for added information thus delaying purchasing and processing of the materials. After filling out the request form, the pink "Requester's Copy" should be retained by the staff member for future reference and should be discarded when the item is received. Promotional or announcement literature which further identifies the publication should be stapled to the LR form. This is especially helpful in identifying Federal government publications which require code numbers. Using these government order numbers reduces waiting time.

The Library excercises every means to obtain materials as soon as possible. There are, however, circumstances beyond staff control which may delay receipt of requested items. It is common knowledge

that services previously provided as a matter of course in the book publishing and book selling fields have been radically altered or indeed dropped. In spite of these limitations, the Library will make every effort to secure materials urgently needed to meet a deadline. In these cases, sufficient advance notice should be given; since budget and staff limitations necessitate restricting "Rush" orders.

Library Request Form (LR)

FF Form 327 Rev. (Sample 6)

Use this form for requesting books, articles, periodicals and renewals.
Please fill out COMPLETELY. List only ONE item per form.

RETAIN PINK COPY FOR YOUR RECORDS

Requester and office	Date	LR# 57616
Indicate – For books: Title, Author, Publication Date For periodicals: Subscription ☐ Single issue ☐ Renewal ☐ Date or number		LIBRARY USE ONLY P.O. #
Publisher and address		Quantity / Price
Budget Number	Authorized Signature for budget charge	

FF FORM 327 REV. (3-74) THE FORD FOUNDATION — LIBRARY REQUEST — DISBURSEMENTS COPY

See Samples 7, 8, 9, 10 for completed LR forms.

Request on Library Budget (Sample 7)

Requester and office	Date	LR#
Margaret McConnell/Population OCT 10 1974	10/9/74	56914

Indicate –
For books: Title, Author, Publication Date
For periodicals: Subscription ☐ Single Issue ☐ Renewal ☐ Date or number

The Abortion Controversy. - Betty Sarvis and Hyman Rodman
N.Y. 1974

LIBRARY USE ONLY
P.O. # 21985
Gen/Clas - 00
FFL-00
G+D-00

Publisher and address

Columbia University Press

Quantity	Price
1	$3.95

Budget Number	Authorized Signature for budget charge
Library	Margaret McConnell

FF FORM 327 REV. (3-74) THE FORD FOUNDATION — LIBRARY REQUEST — DISBURSEMENTS COPY

Request on non-Library Budget (Sample 8)

Requester and office	Date	LR#
M. Martus (4) 4992	10/16/74	56846

Indicate –
For books: Title, Author, Publication Date
For periodicals: Subscription ☐ Single Issue ☐ Renewal ☐ Date or number

AGGRESSION: A Social Learning Analysis
by Albert Bandura
(1973)

LIBRARY USE ONLY
P.O. # 22008
FFL-00
Gen-0
Clas-0
G+D-0000

Publisher and address

Prentice-Hall
Englewood Cliffs, N.J.

Quantity	Price
1	$8.95

Budget Number	Authorized Signature for budget charge
DAP 729-256 Lrng. Res.	Maryanne Martus

FF FORM 327 REV. (3-74) THE FORD FOUNDATION — LIBRARY REQUEST — DISBURSEMENTS COPY

Request on Field Office Budget (Sample 9)

Requester and office	Date	LR# 57088
Dr. DeSweemer, Lagos, Nig.	9/9/74.	

Indicate –
For books: Title, Author, Publication Date
For periodicals: Subscription ☐ Single issue ☐
Renewal ☐ Date or number

Wisdom, Anthony.
A colour atlas of Venereology.
1973.

LIBRARY USE ONLY
P.O. # 21924
ZIP - c
FSIP - c (Eng. ed.) only
PSIP - cc

Publisher and address
Wolfe Publishing Limited,
10, Earlham Street, London
WC2H 9LP.

Quantity	Price
1	£6.00

Budget Number	Authorized signature for budget charge
748-0984/411	

FF FORM 327 REV. (3-74)
THE FORD FOUNDATION — LIBRARY REQUEST — DISBURSEMENTS COPY

SUBSCRIPTION GUIDELINES FOR FIELD OFFICES

I. TO INITIATE, RENEW AND RE-ENTER A SUBSCRIPTION

A. Complete the Library Request Form (LR) -- See Attachment

1. Title
2. Publisher
3. Address of Publisher
4. Name of Requester
5. Budget Number
6. F.O. Country
7. Mailing Instructions (See "B")
8. Authorized Signature
9. Retain Requester's Copy as your record

In the LR lacks sufficient information or authorized signature, it will be returned to the Field Office. Please attach promotional materials or sources of information to further identify the request and expedite ordering. A covering memo is not required with LR's.

B. Mailing Instructions

In general, all subscriptions should be addressed to the Field Office. Individually addressed subscriptions generate special problems for the publisher and the Library.

On the LR, clearly indicate mailing instructions: air (N.B. Airmail charges are costly), sea; via FF/NY, Direct F.O.

Examples

Ford Foundation
Nigeria Field Office
320 East 43rd Street
New York, N.Y. 10017

Ford Foundation
P.O. Box 2368
Lagos, Nigeria

For visual example, see Attachment

C. Subscription Maintainance

1. Periodicals Holding File

The Renewal and Status of Subscription Lists will no longer be sent. A file/listing of all your subscription holdings should

should be organized and maintained by the Field Office. This will be the central control. For your files, record on an index card the title, date and number of each issue, and receipt date. All discrepancies in holdings will show up immediately in this way. Complete the Subscription Arrival Notice (SAN) with first issue information and return to FFL/NY. Record pertinent information from the copy of the invoice sent to you by FFL/NY.

2. Arrivals

Problems in non-delivery, missing issues, incorrect addresses should be brought to the attention of the Library within three (3) weeks. Publishers will not provide back issues in a subscription if they are not contacted within four (4) to six (6) weeks. The mailing label is the key piece of information. For each title, keep a copy of the mailing label. Each year replace the old label with a copy of the new (renewal) label. In the case of a problem title, return a copy of the mailing label with a note explaining the problem.

3. Renewals

Subscriptions will not be automatically renewed. If a renewal is desired, send the request, accompanied by the completed LR (see "A") and the renewal notice from the publisher. Do not attempt to renew a subscription until you have the renewal notice in hand which confirms and records the title, period covered, the address and charges, as documented by the publisher. Forward this with the LR to FFL/NY for processing.

D. Free Periodicals

Free periodicals are to be ordered and cancelled directly by the F.O.

II. TO CANCEL A SUBSCRIPTION

When a subscription is no longer desired, write this directive - "CANCEL" - with date, across the renewal notice and return to FFL/NY for processing. A cancellation takes about eight (8) weeks to become effective. Refund for the unused portion of a subscription cannot be assured. Cancelling a subscription during the paid-for period is an involved, costly process and should be requested only in exceptional cases, e.g., costly daily newspapers. The most efficient method is to allow the subscription to lapse. However, in all cases, communicate the decision clearly on the renewal notice and forward to FFL/NY to clear records.

III. TO ORDER YEARBOOKS, DIRECTORIES

Please specify the edition/year needed (see "A").

IV. LR FORMS

Address requests for LR forms to Supplies, FF/NY.

Sample 10

Use this form for requesting books, articles, periodicals and renewals.
Please fill out COMPLETELY. List only ONE item per form.

RETAIN PINK COPY FOR YOUR RECORDS

Requester and office	Date	LR#
John Doe, Arab Rep. of Egypt	June 27, 74	57646

Indicate –
For books: Title, Author, Publication Date
For periodicals: Subscription ☒ Single issue ☐ Renewal ☐ Date or number

International Development Review
address: Ford Foundation
Arab Rep. of Egypt F.O.
320 East 43 Street
New York, NY 10017

LIBRARY USE ONLY
P.O. #

Publisher and address
Society for International Development
1346 Connecticut Avenue, NW
Washington, D.C. 20036

Quantity	Price
one	$9.00

Budget Number	Authorized Signature for budget charge
748-0984	John Doe

FF FORM 327 REV. (3-74) THE FORD FOUNDATION — LIBRARY REQUEST — DISBURSEMENTS COPY

Use this form for requesting books, articles, periodicals and renewals.
Please fill out COMPLETELY. List only ONE item per form.

RETAIN PINK COPY FOR YOUR RECORDS

Requester and office	Date	LR#
John Doe, Arab Rep. of Egypt	June 27, 74	57648

Indicate –
For books: Title, Author, Publication Date
For periodicals: Subscription ☒ Single issue ☐ Renewal ☐ Date or number

Economist (airmail)
address: Ford Foundation
P.O. Box 2344
Cairo, Arab Republic of Egypt

LIBRARY USE ONLY
P.O. #

Publisher and address
Economist Newspaper Ltd.
25 St. James Street
London, S.W.1, England

Quantity	Price
one	£21.00

Budget Number	Authorized Signature for budget charge
748-0984	John Doe

FF FORM 327 REV. (3-74) THE FORD FOUNDATION — LIBRARY REQUEST — DISBURSEMENTS COPY

Periodicals Holdings Record

Suggested Format

TITLE _____

PUBLISHER _____

_____

_____

Date on magazine	Date magazine received

Subscription Arrival Notice

SUBSCRIPTION ARRIVAL NOTICE

_____

Date of first issue

_____

Date when received

When subscription begins, complete and return this notice to:
FORD FOUNDATION
LIBRARY, N. Y.

OTHER SERVICES

Reader-Printer Service

A Reader-Printer is available to read microfilm-microfiche in the Library and to produce hard copy if desired.

Orientation Sessions

Orientation sessions are arranged by Personnel Services. This includes a tour of the Library and an examination of its collections and services.

Publications

1. Acquisitions List (monthly)
2. Periodicals Acquisitions List (annual)
3. The Library Handbook (as revised)

INDEX

Accessioned Books 16
Acquisitions Policy 5
Acquisitions List 13
Annual Reports 18
Archives 7, 20
Author Card 21, 22

Biographical File 20
Book Stacks 29
Borrowing Materials 36

Card Catalog 21f
Career Development Programs 9
Clippings File 20
College Catalogs 18
Consortium of Foundation Libraries 35
Consultant Services 10
Cooperatives 33
Current Awareness 33

De-Acquisitions Policy 8
Donation of Books to Other Libraries 8

General Collection 12
Gifts 7
Grant-Related Publications 20

Indices 14
Internship Program 9
Investment Research Library 19

Library of Congress Classification 30
Library Programs 9
Library Request Form 6, 38f

METRO 33

Newspapers 13

Orders 38
Orders, Budget 38
Orders, Field Offices 38, 42f
Orientation, Library 49

Periodicals 13
Periodicals Acquisitions List 13
Profile of the Ford Foundation Library 4f
Publications, Library 49

Recall Notice 17
Reference 12, 32
Resources 12
Routing 37

Special Collections 18
Special Files 20
Subscription Arrival Notice 44, 48
Subscription Guidelines for Field Offices 43f
Subject Card 24f

Telephone Directories 18
Title Card 23

URBIN 35
Use of the Library 12

When you Leave the Foundation 37